

# Financial Analysis System<sup>2</sup> (FAS<sup>2</sup>)



## Customer Resource Center

eMARS Training

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## FAS<sup>2</sup> Reporting

### 1 – Purpose

The purpose of this course is to provide hands-on experience in the Financial Analysis System<sup>2</sup> (FAS<sup>2</sup>), and to demonstrate the functionality and reports this tool offers to financial managers.

### Learning Objectives

By the completion of this course, you will be able to:

- Log on to FAS<sup>2</sup>
- View the various data available
- Understand the functionality of FAS<sup>2</sup> Screens
- Export data to *Microsoft Excel 2000 (XLS)* or higher and *Acrobat Adobe (PDF)*



## 2 – Getting Started

FAS<sup>2</sup> is a client/server Internet application that requires no setup. Users can access FAS<sup>2</sup> from within the Intranet using an Internet Browser and analyze financial data with minimal effort and expertise.

Within FAS<sup>2</sup> Users can:

- View data on different levels,
- View data for multiple fiscal years (i.e. 2007, 2008),
- View multiple screens/reports,
- Drilldown from within a report,
- Export reports into *XLS* and *PDF* file formats, and
- Analyze data from various financial areas.

### Installation

FAS<sup>2</sup> requires no installation. Once proper security has been established, users can log into the application from an Internet Browser.

### Security

- To obtain access to FAS<sup>2</sup> contact your *Agency Security Lead*. A list of *Agency Security Leads* is available on the eMARS Web site @ <http://finance.ky.gov/internal/eMARS/> under the *Agency Contacts* link.
- Users have the ability to be setup with access to a single department; multiple departments or all departments within a Cabinet.
- If a user needs their password reset then they need to contact the Finance CRC by email at [Finance.CRCGroup@ky.gov](mailto:Finance.CRCGroup@ky.gov).

### System Requirements

- Web browser – IE version 6 or higher or Netscape
- Adobe Acrobat Reader – version 6 or version 7
- Microsoft Office (2000 or higher) – Used to display EXCEL or WORD documents.
- 512 MB of RAM

### FAS<sup>2</sup> Data

Users should note that the data viewed within the application is as of the prior business day unless otherwise noted on the opening screen.

### Accessing FAS<sup>2</sup>

1. Open an Internet browser (i.e. Internet Explorer).
2. In the *Address* field type: <https://fas2.ky.gov>

**Note:** For easy access you may want to save the FAS<sup>2</sup> URL in your *Favorites* list or create a shortcut on your *Desktop*.



### 3 – FAS<sup>2</sup> Screens

#### Log On Screen

Once you type in the FAS<sup>2</sup> URL the following Login screen will appear.

A screenshot of a Microsoft Internet Explorer browser window displaying the FAS2 login page. The browser's address bar shows the URL "https://fas2.ky.gov/jbi\_apps/bid-login?". The page has a blue header with "Login" on the left and "Help" on the right. Below the header, the text "Managed Reporting sign on :" is followed by two input fields: "User ID:" and "Password:". To the right of the "Password:" field is a "Change Password" button. Below the input fields are two buttons: "Logon" and "Reset". In the bottom left corner of the page, there is a logo that says "POWERED BY Information Builders". The browser's status bar at the bottom shows "Done" and "Local intranet".

1. Enter your **User ID** in the *User ID* field. (Your *User ID* is not case sensitive).
2. Enter your **Password** in the *Password* field. (Your *Password* is case sensitive). Click the **Logon** button.

**Note:** Proper security must be established through your agency's Security Administrator before FAS<sup>2</sup> can be accessed. To obtain security to FAS<sup>2</sup> contact your *Agency Security Lead*. A list of *Agency Security Leads* is available on the eMARS Web site @ <http://finance.ky.gov/internal/eMARS/> under the *Agency Contacts* link.

**Reset** will clear out the *User ID* and *Password* fields.



**Change Password** allows you to change your FAS<sup>2</sup> password as desired. You should use the following criteria when changing your password:

- 7 – 16 characters
- One lower-case letter
- One of the following special characters . @ # \$ % - (period, at sign, pound sign, dollar sign, percent sign, dash)

It is important that users change their initial password established by their FAS<sup>2</sup> Administrator. It is also a good business practice to change your password every 30 days.



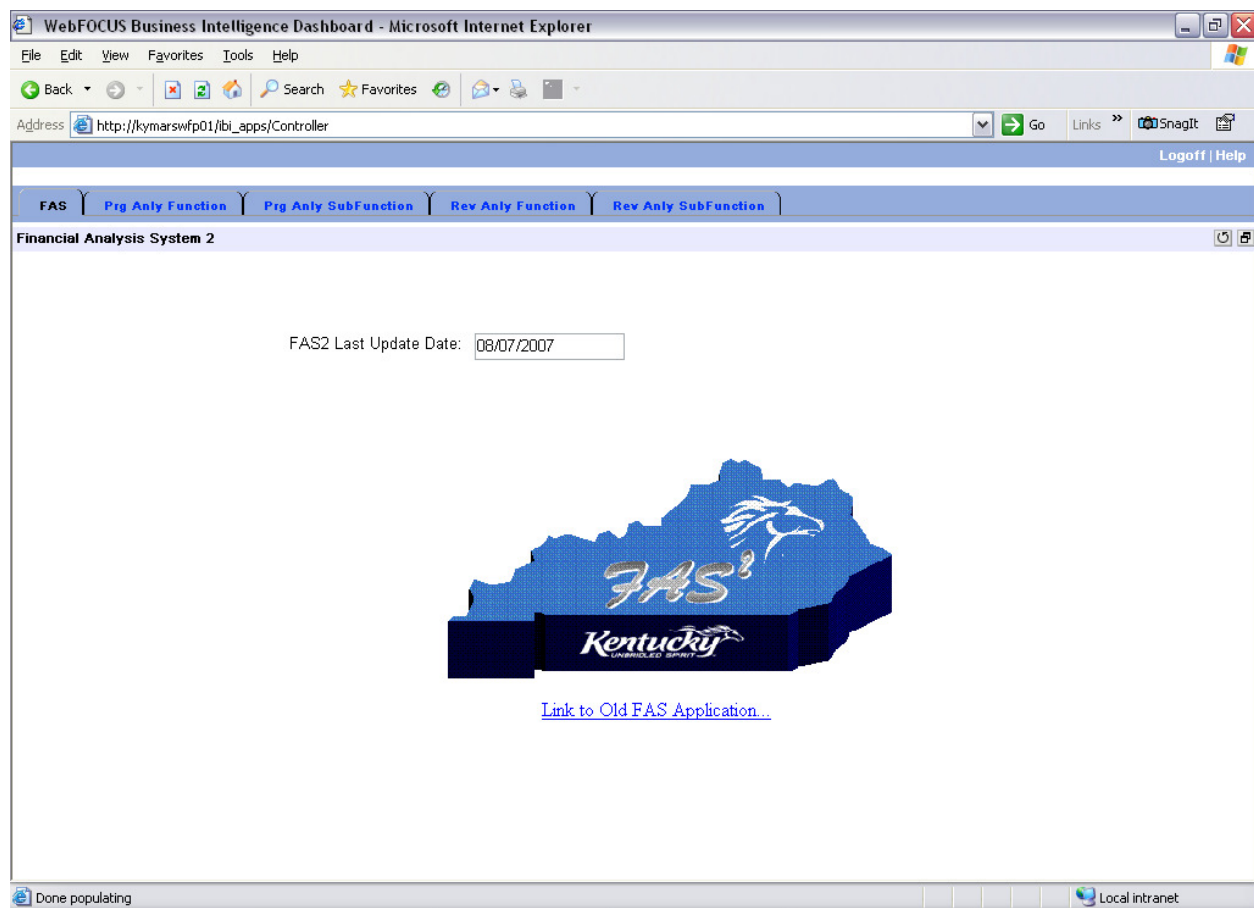


## Default Screen

The following is the default screen users will see when they log into FAS<sup>2</sup>. This screen also advises users how current the data is for FAS<sup>2</sup> by using the *Last Update Date*.

As previously indicated the FAS<sup>2</sup> data is current as of the prior business day. However, there may be instances when the nightly cycle processes may not complete due to errors or delays. The *Last Update Date* will help you in determining the date the data was last updated.

**Note:** The eMARS News and Alerts Web site @ <http://mars.ky.gov/alerts/marsnewsalerts.htm> is used to post system messages. Users should frequent this site throughout the day for important alerts.





The following reports are accessible for viewing by clicking on the various tabs:

### Financial Areas Available for Analysis

- **Program Analysis Function** – Provides expenditure information at the *Function* level with roll-up to the *Appropriation*, *Allotment*, and *Dept-Fd* levels and drilldown capabilities to the document level built in. Also provides expenditure information for off-budget funds.
- **Program Analysis Sub Function** – Provides expenditure information at the *Sub-Function* level with roll-up to the *Function*, *Appropriation*, *Allotment*, and *Dept-Fd* levels and drilldown capabilities to the document level built in.
- **Revenue Analysis Function** – Provides revenue information at the *Function* level with roll-up to the *Appropriation*, *Allotment*, and *Dept-Fd* drilldown capabilities to the document level built in. Also provides revenue information for off-budget funds.
- **Revenue Analysis Sub Function** – Provides revenue information at then *Sub Function* level with roll-up to the *Function*, *Appropriation*, *Allotment*, and *Dept-Fd* drilldown capabilities to the document level built in.

**Note:** These reports are grouped by *Object Type* and are subtotaled by *Object Type Name*:

### Future Reports for Analysis

- **Appropriation/Allotment Analysis** – Provides operating budget Appropriation/Allotment information.
- **Capital** – Provides Capital budget Appropriation, Allotment and Revenue budget information.



## Program Analysis Function (Prg Anly Function)

*Program Analysis* at the *Function* level is the second tab. This report allows users to view summarized amounts for *Management Budget*, *On Budget Expenditures*, *Encumbrances*, *Unobligated Management Budget*, *Unexpended Management Budget*, and *Off Budget Expenditures* at the *Function* level.

**Note:** A user's security will dictate the *Cabinets*, *Departments*, and *Fund-Functions* they are able to see. The dropdown will populate with the first value a user has access to view.

To view the *Prg Anly Function* report:

1. Click on **Prg Anly Function** tab.

<a href="#">FAS</a> <a href="#">Prg Anly Function</a> <a href="#">Prg Anly SubFunction</a> <a href="#">Rev Anly Function</a> <a href="#">Rev Anly SubFunction</a>			
<b>Function</b>			
Fiscal Year:	2007	Display:	ANNUAL
Cabinet:	39-FINANCE & ADMINISTRATION CABINET	Rollup:	NO ROLLUP
Department:	758-OFFICE OF THE CONTROLLER	Output:	HTML
Fund-Function:	0100-AN01-ANOC-ATTORNEY GENERAL EXPENSE	<input type="button" value="Select"/>	

2. Select a **Fiscal Year** (Represents Budget Fiscal Year) from the dropdown list.
3. Select a **Cabinet** from the dropdown list.
4. Select a **Department** from the dropdown list.
5. Select a **Fund-Function** from the dropdown list.

## Report Display and Roll-up

Reports may be viewed either *Annually*, *Quarterly* or *Monthly* by utilizing the *Display* dropdown.

Display:	<div>ANNUAL</div> <div>ANNUAL</div> <div>QUARTERLY</div> <div>MONTHLY</div>
----------	---

Rollup:	<div>NO ROLLUP</div> <div>NO ROLLUP</div> <div>ALLOTMENT</div> <div>APPROPRIATION</div> <div>DEPT_FD</div>
---------	--

Users also have the ability to *Roll-Up* and *Down* between *No Rollup*, *Allotment*, *Appropriation* or *Dept-Fd*.

6. Click the **Select** button.

**Note:** *Allotment Rollup* drops Fund and Function and rolls up to Fund Type and Function Type. *Appropriation Rollup* drops Fund and Function and rolls up to CAFR Fund Type and Function Group. *Dept-Fund Rollup* drops function and rolls up to Department and Fund.



Once the dropdowns are selected and you click the **Select** button the *Program Analysis Function* report will be displayed.

WebFOCUS Business Intelligence Dashboard - Microsoft Internet Explorer

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Address: [https://fas2.ky.gov/jbi\\_apps/Controller](https://fas2.ky.gov/jbi_apps/Controller) Go Links SnagIt

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FAS Prg Any Function Prg Any SubFunction Rev Any Function Rev Any SubFunction

Function

Fiscal Year: 2007

Cabinet: 39-FINANCE & ADMINISTRATION CABINET

Department: 758-OFFICE OF THE CONTROLLER

Fund-Function: 0100-CONX-FIN OFFICE OF THE CONTROLLER

Display: ANNUAL

Rollup: NO ROLLUP

Output: HTML

Select

BFY - 2007 / DEPT - 758 / FUND - 0100 GENERAL FUND / FUNCTION - CONX FIN OFFICE OF THE CONTROLLER

Object	Object Name	Mgmt Budget	On Budget Expenditures	Encumbrances	Unobligated Mgmt Budget	Unexpended Mgmt Budget	Off Budget Expenditures
E111	REGULAR SALARIES AND WAGES	.00	1,167,032.54	.00	-1,167,032.54	-1,167,032.54	.00
E112	SEASONAL SALARIES AND WAGES	.00	1,469.34	.00	-1,469.34	-1,469.34	.00
E115	OVERTIME	.00	4,512.68	.00	-4,512.68	-4,512.68	.00
E119	COMP TIME-BLOCK 50 PAYMENTS	.00	70,805.57	.00	-70,805.57	-70,805.57	.00
E121	EMPLOYERS FICA	.00	88,240.44	.00	-88,240.44	-88,240.44	.00
E122	EMP RET-INC PAYMT F/SICK LEAVE	.00	102,970.28	.00	-102,970.28	-102,970.28	.00
E123	EMPLOYERS HEALTH INSURANCE	.00	109,400.21	.00	-109,400.21	-109,400.21	.00
E124	EMPLOYERS LIFE INSURANCE	.00	433.38	.00	-433.38	-433.38	.00
E128	OTHER EMP RELATED INSURANCE	.00	1,287.00	.00	-1,287.00	-1,287.00	.00
E131	WORKERS' COMPENSATION	.00	6,096.34	.00	-6,096.34	-6,096.34	.00
E133	EMPLOYEE TRAINING-ST EMP ONLY	.00	6,457.65	.00	-6,457.65	-6,457.65	.00
E142	AUDITING SV-WFND DCL REV-1099	.00	25,920.83	.00	-25,920.83	-25,920.83	.00
E146	CONSULTING SERVICES-1099 REPT	.00	430,427.45	.00	-430,427.45	-430,427.45	.00
E162	SECURITY GUARD SERV-1099 REPT	.00	8,696.00	.00	-8,696.00	-8,696.00	.00
E181	OMI-LUMP SUM PAYMENTS	.00	2,916.24	.00	-2,916.24	-2,916.24	.00
E184	PERSONNEL BOARD ASSESSMENT	.00	494.40	.00	-494.40	-494.40	.00
	TOTAL PERSONNEL COSTS	.00	2,027,460.35	.00	-2,027,460.35	-2,027,460.35	.00

[https://fas2.ky.gov/jbi\\_apps/WFServlet?IBIF\\_webapp=/jbi\\_apps&IBIC\\_server=EDASERVE&IBIWF\\_msgviewer=OFF&IBIAPP\\_app=&IBIMR\\_drill=](https://fas2.ky.gov/jbi_apps/WFServlet?IBIF_webapp=/jbi_apps&IBIC_server=EDASERVE&IBIWF_msgviewer=OFF&IBIAPP_app=&IBIMR_drill=) Local intranet

In the FAS<sup>2</sup> application users will drilldown on the columns, unlike the prior version of FAS where drilldown occurred on the entire row. Once a user drills down on a particular amount the *Drilldown Details* are displayed. To get back to the pre-drilldown report select the back button or simply click the *Select* button again.

### Function Report Columns:

- **Management Budget** – displays the Management budget amount for the corresponding *Object Code*. The drilldown for this column will allow users to see the *OB1* documents that make up the budget.
- **On Budget Expenditures** – displays the *On Budget* expenditures for the corresponding *Object Codes*. The drilldown for this column will show documents that make up the expenditures. In most cases, AD & EFT documents will not be displayed unless there is a change in funding from the accrued expense to the cash expense.
- **Encumbrances** – displays any encumbrances. The drilldown for this column will show documents that make up the encumbrance amount.
- **Unobligated Management Budget** – is a calculated column that subtracts the *On Budget Expenditures* and *Encumbrances* from the *Management Budget* amount.
- **Unexpended Management Budget** – is a calculated column that subtracts *On Budget Expenditures* from the *Management Budget* amount.



## Program Analysis Sub Function (Prg Anly SubFunction)

*Program Analysis* at the *Sub Function* level is the third tab. This report allows users to view summarized amounts for *Management Budget*, *On Budget Expenditures*, *Encumbrances*, *Unobligated Management Budget*, *Unexpended Management Budget*, and *Off Budget Expenditures* at the *Sub Function* level.

**Note:** A user's security will dictate the *Cabinets*, *Departments*, and *Functions* they are able to see. The dropdown will populate with the first value a user has access to view. Only *Cabinets* and *Departments* that utilize *Sub Function* will be populated in the dropdowns.

To view the *Program Analysis Sub Function* report:

1. Click on **Prg Anly SubFunction** tab.

<div style="display: flex; justify-content: space-between; padding: 2px;"> <span>FAS</span> <span>Prg Anly Function</span> <span><b>Prg Anly SubFunction</b></span> <span>Rev Anly Function</span> <span>Rev Anly SubFunction</span> </div>				
<b>SubFunction</b>				
Fiscal Year:	2007			
Cabinet:	39-FINANCE & ADMINISTRATION CABINET		Display:	ANNUAL
Department:	758-OFFICE OF THE CONTROLLER		Roll-Up:	NO ROLL-UP
Function:	AN01-ANOC-ATTORNEY GENERAL EXPENSE		Output:	HTML
Fund-SubFunction:	0100-AN01-ANOC-ATTORNEY GENERAL EXPENSE		<input type="button" value="Select"/>	

2. Select a **Fiscal Year** (Represents Budget Fiscal Year) from the dropdown list.
3. Select a **Cabinet** from the dropdown list.
4. Select a **Department** from the dropdown list.
5. Select a **Function** from the dropdown list.
6. Select a **Fund-Sub Function** from the dropdown list.

## Program Analysis Sub Function Report Display and Roll-up

The data may be viewed either *Annually*, *Quarterly* or *Monthly* by utilizing the *Display* dropdown.

Display:	<div style="border: 1px solid black; padding: 2px;"> ANNUAL  ANNUAL  QUARTERLY  MONTHLY </div>
----------	--

Roll-Up:	<div style="border: 1px solid black; padding: 2px;"> NO ROLL-UP  NO ROLL-UP  FUNCTION  ALLOTMENT  APPROPRIATION  DEPT-FD </div>
----------	---

Users also have the ability to *Roll-Up* and *Down* between *No Rollup*, *Function*, *Allotment*, *Appropriation* or *Dept-Fd*.

7. Click the **Select** button.



Once the dropdowns are selected and you click the *Select* button the *Program Analysis Sub Function* report will be displayed.

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FAS Prg Any Function Prg Any SubFunction Rev Any Function Rev Any SubFunction

SubFunction

Fiscal Year: 2007

Cabinet: 39-FINANCE & ADMINISTRATION CABINET

Department: 758-OFFICE OF THE CONTROLLER

Function: CONX-FIN OFFICE OF THE CONTROLLER

Fund-SubFunction: 0100-COND-FIN CONTROLLERS OFFICE

Display: ANNUAL

Roll-Up: NO ROLL-UP

Output: HTML

Select

BFY - 2007 DEPT - 758 FUND - 0100 FUNCTION - CONX SUB FUNCTION - CONG

Object	Object Name	Mngt Budget	On Budget Expenditures	Encumbrances	Unobligated	Unexpended	Off Budget Expenditures
E111	REGULAR SALARIES AND WAGES	.00	366,899.23	.00	-366,899.23	-366,899.23	.00
E112	SEASONAL SALARIES AND WAGES	.00	.00	.00	.00	.00	.00
E115	OVERTIME	.00	45.38	.00	-45.38	-45.38	.00
E119	COMP TIME-BLOCK 50 PAYMENTS	.00	27,449.04	.00	-27,449.04	-27,449.04	.00
E121	EMPLOYERS FICA	.00	27,828.71	.00	-27,828.71	-27,828.71	.00
E122	EMP RET-INC PAYMT F/SICK LEAVE	.00	36,672.54	.00	-36,672.54	-36,672.54	.00
E123	EMPLOYERS HEALTH INSURANCE	.00	22,290.69	.00	-22,290.69	-22,290.69	.00
E124	EMPLOYERS LIFE INSURANCE	.00	102.30	.00	-102.30	-102.30	.00
E131	WORKERS' COMPENSATION	.00	1,283.44	.00	-1,283.44	-1,283.44	.00
E133	EMPLOYEE TRAINING-ST EMP ONLY	.00	1,922.65	.00	-1,922.65	-1,922.65	.00
E142	AUDITING SV-W/FN DSCL REV-1099	.00	25,920.83	.00	-25,920.83	-25,920.83	.00
E146	CONSULTING SERVICES-1099 REPT	.00	430,427.45	.00	-430,427.45	-430,427.45	.00
E162	SECURITY GUARD SERV-1099 REPT	.00	1,368.00	.00	-1,368.00	-1,368.00	.00
E181	OMI-LUMP SUM PAYMENTS	.00	2,916.24	.00	-2,916.24	-2,916.24	.00
E184	PERSONNEL BOARD ASSESSMENT	.00	112.40	.00	-112.40	-112.40	.00
*TOTAL PERSONNEL COSTS		.00	945,238.90	.00	-945,238.90	-945,238.90	.00
E212	ELECTRICITY	.00	31,648.08	.00	-31,648.08	-31,648.08	.00
E222	RENTAL OF ST OAMBLD RD ST AG	.00	81,438.32	.00	-81,438.32	-81,438.32	.00

Done populating

Local intranet

### Sub Function Report Columns:

- **Management Budget** – displays the Management budget amount for the corresponding *Object Code*. The drilldown for this column will allow users to see the *OB1* documents that make up the budget.
- **On Budget Expenditures** – displays the *On Budget* expenditures for the corresponding *Object Codes*. The drilldown for this column will show documents that make up the expenditures. In most cases, AD & EFT documents will not be displayed unless there is a change in funding from the accrued expense to the cash expense.
- **Encumbrances** – displays any encumbrances. The drilldown for this column will show documents that make up the encumbrance amount.
- **Unobligated Management Budget** – is a calculated column that subtracts the *On Budget Expenditures* and *Encumbrances* from the *Management Budget* amount.
- **Unexpended Management Budget** – is a calculated column that subtracts *On Budget Expenditures* from the *Management Budget* amount.



## Revenue Analysis Function (Rev Anly Function)

*Revenue Analysis* at the *Function* level is the fourth tab. This report allows users to view summarized amounts for, *Revenues*, *Transfers*, *Other Funding* and *Total Revenue* at the *Function* level.

**Note:** A user's security will dictate the *Cabinets*, *Departments*, and *Fund-Functions* they are able to see. The dropdown will populate with the first value a user has access to view.

To view the *Revenue Analysis Function* report:

1. Click on **Rev Anly Function** tab.

FAS				Prg Anly Function		Prg Anly SubFunction		Rev Anly Function		Rev Anly SubFunction	
<b>Function</b>											
Fiscal Year:	2007					Display:	ANNUAL				
Cabinet:	39-FINANCE & ADMINISTRATION CABINET					Rollup:	NO ROLLUP				
Department:	758-OFFICE OF THE CONTROLLER					Output:	HTML				
Fund-Function:	0100-AN03-ANOC-GUARDIAN AD LITEM									<input type="button" value="Select"/>	

2. Select a **Fiscal Year** (Represents Budget Fiscal Year) from the dropdown list.
3. Select a **Cabinet** from the dropdown list.
4. Select a **Department** from the dropdown list.
5. Select a **Fund-Function** from the dropdown list.
6. Select an appropriate **Display** and **Roll-up** from the dropdown list.
7. Click the **Select** button.





Once the dropdowns are selected and you click the *Select* button the *Revenue Analysis Function* report will be displayed.

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FAS Prg Any Function Prg Any SubFunction Rev Any Function Rev Any SubFunction

Function

Fiscal Year: 2007

Cabinet: 39-FINANCE & ADMINISTRATION CABINET

Department: 758-OFFICE OF THE CONTROLLER

Fund-Function: 0100-CONX-FIN OFFICE OF THE CONTROLLER

Display: ANNUAL

Rollup: NO ROLLUP

Output: HTML

Select

BEY - 2007 / DEPT - 758 / FUND - 0100 GENERAL FUND / FUNCTION - CONX FIN OFFICE OF THE CONTROLLER

Revenue	Revenue Name	Revenues	Transfers	Other Funding	Total Revenues
N10C	OP TR FROM CAPITAL PROJECT FD	.00	-9,532,000.00	.00	-9,532,000.00
N113	OP TR FROM AGENCY REV FUND	.00	-38,938,400.00	.00	-38,938,400.00
N114	OP TR FROM OT SPEC REV FUND	.00	-836,292.25	.00	-836,292.25
N124	OP TR FROM INS ADMIN FUND	.00	-45,732,800.00	.00	-45,732,800.00
N131	OP TR FROM FLEET MGMT FD	.00	-3,779,800.00	.00	-3,779,800.00
N137	OP TR FROM PROPERTY MGMT FD	.00	-200,800.00	.00	-200,800.00
N163	OP TR FROM OTHER EXP TRUST FD	.00	-13,362,510.27	.00	-13,362,510.27
N172	OP TR FROM SPECIAL DEP TRST FD	.00	-1,799,380.91	.00	-1,799,380.91
R401	GENERAL SALES TO PUBLIC	-1,560.66	.00	.00	-1,560.66
R414	SOFT DRINK VENDING COMMISSIONS	-5,439.60	.00	.00	-5,439.60
R681	REVENUES FROM OTHER STATES	-3,418,599.39	.00	.00	-3,418,599.39
R701	FINES	-3,200.00	.00	.00	-3,200.00
R827	OTHER RECEIPTS	-321,100.54	.00	.00	-321,100.54
R851	ABANDONED PROPERTY	-757,866.56	.00	.00	-757,866.56
R874	RESTITUTION PROCEEDS	-24,690.39	.00	.00	-24,690.39
R881	REFUND OF PRIOR YEAR EXPEND	-3,889.74	.00	.00	-3,889.74
<b>TOTAL</b>		<b>-4,536,346.88</b>	<b>-114,181,983.43</b>	<b>.00</b>	<b>-118,718,330.31</b>

Done populating

Local intranet

### Revenue Report Columns:

- **Revenues** – displays the total revenue received for the corresponding *Revenue Code*. The drilldown for this column will allow users to see the documents that makeup this amount.
- **Transfers** – displays the total of revenues that are transferred in. The drilldown for this column will allow users to see the document that make up the *Transfers* amount.
- **Other Funding** – displays the total for other revenue sources. The drilldown for this column will allow users to see the documents that makeup the *Other Funding* amount.
- **Total Revenue** – displays the sum of the *Revenue*, *Transfers*, and *Other Funding* columns.

**Note:** *Revenues*, *Transfers*, and *Other Funding* have been rolled into the *Total* column on the *Monthly* and *Quarterly Displays*.





## Revenue Analysis Sub Function (Rev Anly SubFunction)

*Revenue Analysis* at the *Sub Function* level is the fifth tab. This report allows users to view summarized amounts for *Revenue*, *Transfers*, *Other Funding*, and *Total Revenue* at the *Sub Function* level.

**Note:** A user's security will dictate the *Cabinets*, *Departments*, and *Functions* they have access to see. The dropdown will populate with the first value a user has access to view. Only *Cabinets* and *Departments* that utilize *Sub Function* will be populated in the dropdowns.

To view the *Revenue Analysis Sub Function* report:

1. Click on **Rev Anly SubFunction** tab.

<a href="#">FAS</a>   <a href="#">Prg Anly Function</a>   <a href="#">Prg Anly SubFunction</a>   <a href="#">Rev Anly Function</a>   <b><a href="#">Rev Anly SubFunction</a></b>			
<b>SubFunction</b>			
Fiscal Year:	2007 ▼		
Cabinet:	39-FINANCE & ADMINISTRATION CABINET ▼	Display:	ANNUAL ▼
Department:	758-OFFICE OF THE CONTROLLER ▼	Roll-Up:	NO ROLL-UP ▼
Function:	AN03-ANOC-GUARDIAN AD LITEM ▼	Output:	HTML ▼
Fund-SubFunction:	0100-AN03-ANOC-GUARDIAN AD LITEM ▼	<input type="button" value="Select"/>	

2. Select a **Fiscal Year** (Represents Budget Fiscal Year) from the dropdown list.
3. Select a **Cabinet** from the dropdown list.
4. Select a **Department** from the dropdown list.
5. Select a **Function** from the dropdown list.
6. Select a **Fund-Sub Function** from the dropdown list.
7. Select an appropriate **Display** and **Roll-up** from the dropdown list.
8. Click the **Select** button.



Once the dropdowns are selected and you click the *Select* button the *Revenue Analysis Sub Function* report will be displayed.

WebFOCUS Business Intelligence Dashboard - Microsoft Internet Explorer

Address: [https://fas2.ky.gov/ibi\\_apps/Controller](https://fas2.ky.gov/ibi_apps/Controller)

Logoff | Help

FAS | Prg Any Function | Prg Any SubFunction | **Rev Any Function** | Rev Any SubFunction

**SubFunction**

Fiscal Year: 2007

Cabinet: 39-FINANCE & ADMINISTRATION CABINET

Department: 758-OFFICE OF THE CONTROLLER

Function: CONX-FIN OFFICE OF THE CONTROLLER

Fund-SubFunction: 0100-COND-FIN CONTROLLERS OFFICE

Display: ANNUAL

Roll-Up: NO ROLL-UP

Output: HTML

Select

BFY - 2007 / DEPT - 758 / FUND - 0100 GENERAL FUND / FUNCTION - CONX FIN OFFICE OF THE CONTROLLER / SUBFUNCTION - COND FIN CONTROLLERS OFFICE

Revenue	Revenue Name	Revenues	Transfers	Other Funding	Total Revenues
R414	SOFT DRINK VENDING COMMISSIONS	-5,439.60	.00	.00	-5,439.60
R827	OTHER RECEIPTS	-321,050.26	.00	.00	-321,050.26
R851	ABANDONED PROPERTY	-757,866.56	.00	.00	-757,866.56
R881	REFUND OF PRIOR YEAR EXPEND	-2,352.32	.00	.00	-2,352.32
<b>TOTAL</b>		<b>-1,086,708.74</b>	<b>.00</b>	<b>.00</b>	<b>-1,086,708.74</b>

Done populating

Local intranet

### Revenue Report Columns:

- **Revenues** – displays the total revenue received for the corresponding *Revenue Code*. The drilldown for this column will allow users to see the documents that makeup this amount.
- **Transfers** – displays the total of revenues that are transferred in. The drilldown for this column will allow users to see the document that make up the *Transfers* amount.
- **Other Funding** – displays the total for other revenue sources. The drilldown for this column will allow users to see the documents that makeup the *Other Funding* amount.
- **Total Revenue** – displays the sum of the *Revenue*, *Transfers*, and *Other Funding* columns.

**Note:** A user's security will dictate the *Cabinets*, *Departments*, and *Functions* they are able to see. The dropdown will populate with the first value a user has access to view. Only *Cabinets* and *Departments* that utilize *Sub Function* will be populated in the dropdowns.



## Appropriation and Allotment Analysis (AP and AL)

*Appropriation and Allotment Analysis* is the fifth tab. This report allows users to view summarized amounts for *Appropriation Amount*, *Allotment Amount*, *Object Type Amount*, *On Budget Expenditure*, *Encumbrance*, *Unobligated*, *Unexpended*, and the percentage of *Unexpended*.

**Note:** A user's security will dictate the *Cabinets*, *Departments*, and *Functions* they have access to see. The dropdown will populate with the first value a user has access to view.

To view the *Appropriation and Allotment* report:

1. Click on **AP and AL** tab.

FAS   Prg Any Function   Prg Any SubFunction   Rev Any Function   Rev Any SubFunction   <b>AP and AL</b>			
<b>Appropriation and Allotment Lookup - Operating Budget</b>			
Fiscal Year:	2009	Display:	Allotment
Cabinet:	39-FINANCE & ADMINISTRATION CABINET	Output:	HTML
Appropriation:	7580-GNRL-CONTROLLER	<input type="button" value="Select"/> HTML only for Multi Report Format. Drilldowns can be any output.	
Allotment:	758C-0100-OFFICE OF THE CONTROLLER		

**Note:** The *HTML Output* will be the only output option available for the multiple report screen (opening screen) of the *AP and AL* tab. However, all drilldown reports will be able to utilize *HTML*, *Excel 2000*, and *PDF* output.

2. Select a **Fiscal Year** (Represents Budget Fiscal Year) from the dropdown list.
3. Select a **Cabinet** from the dropdown list.
4. Select an **Appropriation** (Function Group) from the dropdown list.
5. Select an **Allotment** (Function Type) from the dropdown list.
6. Select an appropriate **Display**.
7. Click the **Select** button.



Once the dropdowns are selected and you click the *Select* button the *Appropriation and Allotment* reports will be displayed. This opening screen contains three separate reports: *Appropriation*, *Allotment*, and *Object Type*.

WebFOCUS Business Intelligence Dashboard - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://fas2.ky.gov/ibi\_apps/Controller?WORP\_REQUEST\_TYPE=WORP\_INIT\_VIEW&WORP\_MPV=aa\_gbv

Logoff | Help

FAS Prg Any Function Prg Any SubFunction Rev Any Function Rev Any SubFunction AP and AL

**Appropriation and Allotment Lookup - Operating Budget**

Fiscal Year: 2009  
 Cabinet: 39-FINANCE & ADMINISTRATION CABINET  
 Appropriation: 7580-GNRL-CONTROLLER  
 Allotment: 758C-0100-OFFICE OF THE CONTROLLER

Display: Allotment  
 Output: HTML  
 Select

HTML only for Multi Report Format. Drilldowns can be any output.

Appropriation	BFY	Cab	CAFR Fund	Appropriation Amt	On Bud Exp	Encumbrance	Unobligated	Unexpended	% Unexpended
7580	2009	39	GNRL	8,050,100.00	1,042,378.87	7,015.00	7,000,706.13	7,007,721.13	87%

Allotment	BFY	Cab	Fund Type	Qtr	Allotment Amt	On Bud Exp	Encumbrance	Unobligated	Unexpended	% Unexpended
758C	2009	39	0100	1	1,155,700.00	631,007.62	7,015.00	517,677.38	524,692.38	45%
758C	2009	39	0100	2	1,155,600.00	.00	.00	1,155,600.00	1,155,600.00	100%
758C	2009	39	0100	3	1,155,600.00	.00	.00	1,155,600.00	1,155,600.00	100%
758C	2009	39	0100	4	741,700.00	.00	.00	741,700.00	741,700.00	100%
<b>TOTAL</b>					<b>4,208,600.00</b>	<b>631,007.62</b>	<b>7,015.00</b>	<b>3,570,577.38</b>	<b>3,577,592.38</b>	

Object Type	BFY	Cab	Fund Type	Allot	Obj Type Amt	On Bud Exp	Encumbrance	Unobligated	Unexpended	% Unexpended
1	2009	39	0100	758C	1,650,100.00	276,699.71	.00	1,373,400.29	1,373,400.29	83%
3	2009	39	0100	758C	2,558,500.00	354,307.91	7,015.00	2,197,177.09	2,204,192.09	86%
4	2009	39	0100	758C	.00	.00	.00	.00	.00	0%
5	2009	39	0100	758C	.00	.00	.00	.00	.00	0%
6	2009	39	0100	758C	.00	.00	.00	.00	.00	0%
7	2009	39	0100	758C	.00	.00	.00	.00	.00	0%
<b>TOTAL</b>					<b>4,208,600.00</b>	<b>631,007.62</b>	<b>7,015.00</b>	<b>3,570,577.38</b>	<b>3,577,592.38</b>	

Done populating

Internet

### Appropriation and Allotment Columns:

- **Appropriation Amount** – displays the total Appropriation (Function Group) amount for the corresponding Appropriation and CAFR Fund Type selected in the Appropriation dropdown. The drilldown for this column will allow users to see the documents that makeup this amount.
- **Allotment Amount** – displays the total Allotment (Function Type) amount for the corresponding Allotment and Fund Type selected in the Allotment dropdown. The drilldown for this column will allow users to see the documents that makeup this amount.
- **Object Type Amount** – displays the total Allotted amount for each Object Type. These are limited to Fund Type 0100 only. The drilldown for this column will allow users to see the documents that makeup this amount.
- **On Budget Expenditures** - displays the On Budget Expenditures for the corresponding Object Codes. The drilldown for this column will give a list of Object Codes and the drilldown on the Object Codes will give documents that makeup the expenditures. In most cases, AD & EFT documents will not be displayed unless there is a change in funding from the accrued expense to the cash expense.
- **Encumbrances** – displays any encumbrances. The drilldown for this column will show Object Codes and the drilldown on the Object Codes gives the documents that makeup the encumbrance amount.



## No Data Report

If there is no data in a report that you have drilled down to then a blank report will be displayed with just the column headings (see below for an example).

WebFOCUS Business Intelligence Dashboard - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Go Links SnagIt

Address [https://fas2.ky.gov/ibi\\_apps/Controller](https://fas2.ky.gov/ibi_apps/Controller)

Logoff | Help

FAS Prg Any Function Prg Any SubFunction Rev Any Function Rev Any SubFunction

**SubFunction**

Fiscal Year: 2007

Cabinet: 39-FINANCE & ADMINISTRATION CABINET

Department: 758-OFFICE OF THE CONTROLLER

Function: AN01-ANOC-ATTORNEY GENERAL EXPENSE

Fund-SubFunction: 0100-AN01-ANOC-ATTORNEY GENERAL EXPENSE

Display: ANNUAL

Roll-Up: NO ROLL-UP

Output: HTML

Select

**Drilldown Details**

BFY - 2007 DEPT - 758 FUND - 0100 FUNCTION - AN01 SUB FUNCTION - AN01 OBJECT - E141

BFY	Fiscal Year	Period	Cabinet	Dept	Fund	Function	Sub Function	Object	Revenue	Mgmt Budget	Doc Code	Record Date	Doc Dept	Doc Unit	Doc ID
-----	-------------	--------	---------	------	------	----------	--------------	--------	---------	-------------	----------	-------------	----------	----------	--------

Done populating

Local intranet



## Report Output (Exporting)

FAS<sup>2</sup> provides export functionality at the report or the detail drilldown level. The available file formats for exporting data include *HTML* (which is the default), *Excel 2000* and *PDF*.

**Note:** If you want to export your drilldown report you must first select the *Output* before you click the drilldown hyperlink. If you have already drilled down you must select the *Output* desired and then click the *Select* button and drilldown again.

These export options are selected from the *Output* dropdown list. Each output allows users to drilldown using *HTML*, *Excel 2000*, or *PDF* file formats.

**HTML** – Displays in a regular Web browser such as *Internet Explorer*.

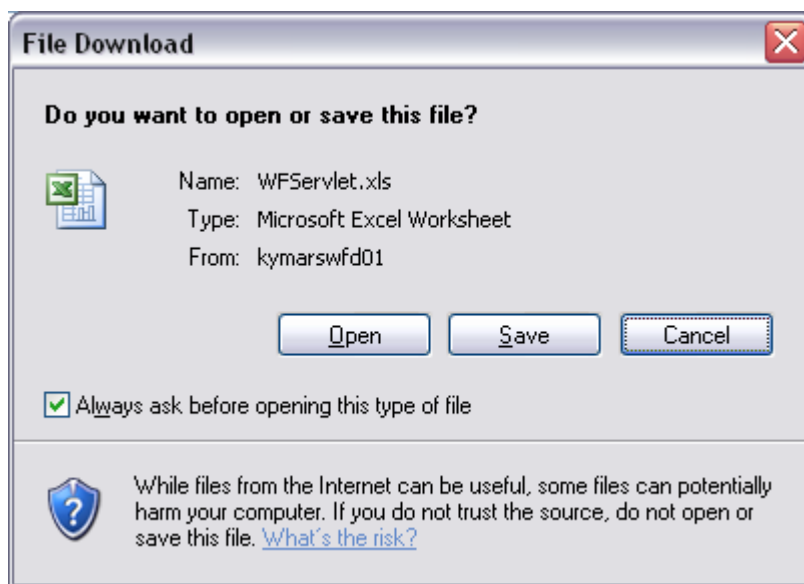
Object	Object Name	Mgmt Budget	On Budget Expenditures	Encumbrances	Unobligated Mgmt Budget	Unexpended Mgmt Budget	Off Budget Expenditures
E111	REGULAR SALARIES AND WAGES	.00	1,167,032.54	.00	-1,167,032.54	-1,167,032.54	.00
E112	SEASONAL SALARIES AND WAGES	.00	1,469.34	.00	-1,469.34	-1,469.34	.00
E115	OVERTIME	.00	4,512.68	.00	-4,512.68	-4,512.68	.00
E119	COMP TIME-BLOCK 50 PAYMENTS	.00	70,805.57	.00	-70,805.57	-70,805.57	.00
E121	EMPLOYERS FICA	.00	88,240.44	.00	-88,240.44	-88,240.44	.00
E122	EMP RET-INC PAYMT FSICK LEAVE	.00	102,970.28	.00	-102,970.28	-102,970.28	.00
E123	EMPLOYERS HEALTH INSURANCE	.00	109,400.21	.00	-109,400.21	-109,400.21	.00
E124	EMPLOYERS LIFE INSURANCE	.00	433.38	.00	-433.38	-433.38	.00
E128	OTHER EMP RELATED INSURANCE	.00	1,287.00	.00	-1,287.00	-1,287.00	.00
E131	WORKERS' COMPENSATION	.00	6,096.34	.00	-6,096.34	-6,096.34	.00
E133	EMPLOYEE TRAINING-ST EMP ONLY	.00	6,457.65	.00	-6,457.65	-6,457.65	.00
E142	AUDITING SV-WFEN DSCL REV-1099	.00	25,920.83	.00	-25,920.83	-25,920.83	.00
E146	CONSULTING SERVICES-1099 REPT	.00	430,427.45	.00	-430,427.45	-430,427.45	.00
E162	SECURITY GUARD SERV-1099 REPT	.00	8,696.00	.00	-8,696.00	-8,696.00	.00
E181	OMI-LUMP SUM PAYMENTS	.00	2,916.24	.00	-2,916.24	-2,916.24	.00
E184	PERSONNEL BOARD ASSESSMENT	.00	494.40	.00	-494.40	-494.40	.00
<b>TOTAL PERSONNEL COSTS</b>		<b>.00</b>	<b>2,027,160.35</b>	<b>.00</b>	<b>-2,027,160.35</b>	<b>-2,027,160.35</b>	<b>.00</b>



**Excel** – Displays the report or data using a *Microsoft Excel* (XLS) spreadsheet. The user has the option of either viewing the XLS file within the Web browser window or saving the file to their computer.

**Note:** Users will need *Microsoft Excel 2000* (at least) or higher installed on their computer in order to use the *Output - Excel 2000* option.

If you select *Excel 2000* as the output option you will be prompted to select *Open* or *Save* from a pop-up box similar to the one shown below.



**Note:** Make sure that you do not uncheck the "Always ask before opening this type of file." If you do you will not get this popup box for the Excel Output.





If you select *Open* then the report will open within the Web browser window displaying the data using the *Microsoft Excel* file format.

WebFOCUS Business Intelligence Dashboard - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: [https://fas2.ky.gov/ibi\\_apps/Controller](https://fas2.ky.gov/ibi_apps/Controller) Go Links SnagIt

Logoff | Help

FAS Prg Any Function Prg Any SubFunction Rev Any Function Rev Any SubFunction

Function

Fiscal Year: 2007

Cabinet: 39-FINANCE & ADMINISTRATION CABINET

Department: 758-OFFICE OF THE CONTROLLER

Fund-Function: 0100-CONX-FIN OFFICE OF THE CONTROLLER

Display: ANNUAL

Rollup: NO ROLLUP

Output: EXCEL 2000

Select

A1 BFY - 2007 / DEPT - 758 / FUND - 0100 GENERAL FUND / FUNCTION - CONX FIN OFFICE OF THE CONTROLLER

	A	B	C	D	E	F	G
	Object	Object Name	Mgmt Budget	On Budget Expenditures	Encumbrances	Unobligated Mgmt Budget	Unobligated Mgmt Budget
1	BFY - 2007 / DEPT - 758 / FUND - 0100 GENERAL FUND / FUNCTION - CONX FIN OFFICE OF THE CONTROLLER						
2	Object	Object Name	Mgmt Budget	On Budget Expenditures	Encumbrances	Unobligated Mgmt Budget	Unobligated Mgmt Budget
3	E111	REGULAR SALARIES AND WAGES	.00	1,167,032.54	.00	-1,167,032.54	
4	E112	SEASONAL SALARIES AND WAGES	.00	1,469.34	.00	-1,469.34	
5	E115	OVERTIME	.00	4,512.68	.00	-4,512.68	
6	E119	COMP TIME-BLOCK 50 PAYMENTS	.00	70,805.57	.00	-70,805.57	
7	E121	EMPLOYERS FICA	.00	88,240.44	.00	-88,240.44	
8	E122	EMP RET-INC PAYMT F/SICK LEAVE	.00	102,970.28	.00	-102,970.28	
9	E123	EMPLOYERS HEALTH INSURANCE	.00	109,400.21	.00	-109,400.21	
10	E124	EMPLOYERS LIFE INSURANCE	.00	433.38	.00	-433.38	
11	E128	OTHER EMP RELATED INSURANCE	.00	1,287.00	.00	-1,287.00	
12	E131	WORKERS' COMPENSATION	.00	6,096.34	.00	-6,096.34	
13	E133	EMPLOYEE TRAINING-ST EMP ONLY	.00	6,457.65	.00	-6,457.65	
14	E142	AUDITING SV-W/FN DSCL REV-1099	.00	25,920.83	.00	-25,920.83	
15	E146	CONSULTING SERVICES-1099 REPT	.00	430,427.45	.00	-430,427.45	
16	E162	SECURITY GUARD SERV-1099 REPT	.00	8,696.00	.00	-8,696.00	
17	E181	OMI-LUMP SUM PAYMENTS	.00	2,916.24	.00	-2,916.24	
18	E184	PERSONNEL BOARD ASSESSMENT	.00	494.40	.00	-494.40	
19	TOTAL PERSONNEL COSTS		.00	2,027,160.35	.00	-2,027,160.35	
20	E212	ELECTRICITY	.00	31,648.08	.00	-31,648.08	

Done populating

Local intranet





If you select *Save* you will be prompted with an additional dialog box asking you to specify the file location (on your computer or network) where you desire the file to be saved. You may also specify the name of the *Excel 2000* file you are saving.

Microsoft Excel - WFServlet

File Edit View Insert Format Tools Data Window Help

Type a question for help

ARIAL 8 B I U

A1 BFY - 2007 / DEPT - 758 / FUND - 0100 GENERAL FUND / FUNCTION - CONX FIN OFFICE OF THE CONTROLLER

	A	B	C	D	E	F	G
1	BFY - 2007 / DEPT - 758 / FUND - 0100 GENERAL FUND / FUNCTION - CONX FIN OFFICE OF THE CONTROLLER						
2	Object	Object Name	Mgmt Budget	On Budget Expenditures	Encumbrances	Unobligated Mgmt Budget	Unexpended
3	E111	REGULAR SALARIES AND WAGES	.00	1,167,032.54	.00	-1,167,032.54	
4	E112	SEASONAL SALARIES AND WAGES	.00	1,469.34	.00	-1,469.34	
5	E115	OVERTIME	.00	4,512.68	.00	-4,512.68	
6	E119	COMP TIME-BLOCK 50 PAYMENTS	.00	70,805.57	.00	-70,805.57	
7	E121	EMPLOYERS FICA	.00	88,240.44	.00	-88,240.44	
8	E122	EMP RET-INC PAYMT F/SICK LEAVE	.00	102,970.28	.00	-102,970.28	
9	E123	EMPLOYERS HEALTH INSURANCE	.00	109,400.21	.00	-109,400.21	
10	E124	EMPLOYERS LIFE INSURANCE	.00	433.38	.00	-433.38	
11	E128	OTHER EMP RELATED INSURANCE	.00	1,287.00	.00	-1,287.00	
12	E131	WORKERS' COMPENSATION	.00	6,096.34	.00	-6,096.34	
13	E133	EMPLOYEE TRAINING-ST EMP ONLY	.00	6,457.65	.00	-6,457.65	
14	E142	AUDITING SV-W/FN DSCL REV-1099	.00	25,920.83	.00	-25,920.83	
15	E146	CONSULTING SERVICES-1099 REPT	.00	430,427.45	.00	-430,427.45	
16	E162	SECURITY GUARD SERV-1099 REPT	.00	6,696.00	.00	-6,696.00	
17	E181	OMI-LUMP SUM PAYMENTS	.00	2,916.24	.00	-2,916.24	
18	E184	PERSONNEL BOARD ASSESSMENT	.00	494.40	.00	-494.40	
19	<b>*TOTAL PERSONNEL COSTS</b>		<b>.00</b>	<b>2,027,160.35</b>	<b>.00</b>	<b>-2,027,160.35</b>	
20	E212	ELECTRICITY	.00	31,648.08	.00	-31,648.08	
21	E222	RENTAL OF ST OWN BLD&LND-ST AG	.00	81,438.32	.00	-81,438.32	
22	E224	COPY MACHINE RENTAL-1099 REPT	.00	7,067.58	.00	-7,067.58	
23	E232	MAINT OF EQUIPMENT-1099 REPT	.00	1,800.00	.00	-1,800.00	
24	E241	POSTAGE AND POSTAGE METERS	-14,900.00	27,363.98	.00	-42,263.98	
25	E242	FREIGHT	.00	195.19	.00	-195.19	
26	E243	OTH PARCEL DLVRY SRV-1099 REPT	.00	.00	.00	.00	
27	E251	PRINTING PAID TO ST AGENCY	.00	9,331.45	.00	-9,331.45	
28	E252	PRINTING PAID TO VEN-1099 REPT	.00	5,580.84	.00	-5,580.84	
29	E254	INSURANCE PREMIUM-NOT EMPLOYEE	.00	.00	.00	.00	
30	E257	SERV NTHWISE CLASS-1099 REPT	.00	2,849.20	.00	-2,849.20	
31	E300	INTERNAL ENTERPRISE IT CHARGES	.00	530,800.00	.00	-530,800.00	
32	E321	OFFICE SUPPLIES	.00	7,016.23	.00	-7,016.23	
33	E324	MEDICAL SUPPLIES	.00	90.00	.00	-90.00	

Sheet1

Ready NUM



**PDF** – Displays the report in *Adobe Acrobat Reader* within the Web browser. *PDF* would be beneficial if you need to print a hard copy of a report.

**Note:** Users will need *Adobe Acrobat Reader (PDF)* installed on their computer in order to use this *Export* option.

WebFOCUS Business Intelligence Dashboard - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://kymarswfp01/bi\\_apps/Controller](http://kymarswfp01/bi_apps/Controller) Go Links SnagIt

Logoff | Help

FAS Prg Any Function Prg Any SubFunction Rev Any Function Rev Any SubFunction

Function

Fiscal Year: 2007  
 Cabinet: 39-FINANCE & ADMINISTRATION CABINET  
 Department: 758-OFFICE OF THE CONTROLLER  
 Fund-Function: 0100-LGSX-FIN LOCAL GOVERNMENT SERVICES

Display: ANNUAL  
 Rollup: NO ROLLUP  
 Output: PDF

Select

86%

Find:

Pages Attachments Comments

Object	Object Name	Mgmt Budget	On Budget Expenditures	Encumbrances	Unobligated Mgmt Budget	Unexpended Mgmt Budget	Off Budget Expenditures
E111	REGULAR SALARIES AND WAGES	.00	599,604.58	.00	-599,604.58	-599,604.58	.00
E112	SEASONAL SALARIES AND WAGES	.00	3,573.67	.00	-3,573.67	-3,573.67	.00
E121	EMPLOYERS FICA	.00	40,613.63	.00	-40,613.63	-40,613.63	.00
E122	EMP RET-INC PAYMT F/SICK LEAVE	.00	51,798.82	.00	-51,798.82	-51,798.82	.00
E123	EMPLOYERS HEALTH INSURANCE	.00	55,840.84	.00	-55,840.84	-55,840.84	.00
E124	EMPLOYERS LIFE INSURANCE	.00	267.84	.00	-267.84	-267.84	.00
E131	WORKERS' COMPENSATION	.00	5,133.76	.00	-5,133.76	-5,133.76	.00
E133	EMPLOYEE TRAINING-ST EMP ONLY	.00	566.96	.00	-566.96	-566.96	.00
E146	CONSULTING SERVICES-1099 REPT	.00	.00	.00	.00	.00	.00
E161	PRISON LABOR (PYMTS TO CORR)	.00	.00	.00	.00	.00	.00
E162	SECURITY GUARD SERV-1099 REPT	.00	5,336.00	.00	-5,336.00	-5,336.00	.00
E163	JANITORIAL SERV-NEMP-1099 RPT	.00	6,141.00	.00	-6,141.00	-6,141.00	.00
E164	PERSONNEL BOARD ASSESSMENT	.00	359.60	.00	-359.60	-359.60	.00
*TOTAL PERSONNEL COSTS		.00	769,256.70	.00	-769,256.70	-769,256.70	.00
E211	NATURAL GAS	.00	86.00	.00	-86.00	-86.00	.00
E212	ELECTRICITY	.00	5,877.00	.00	-5,877.00	-5,877.00	.00
E221	RENTAL-NON-ST OWN BLD&LND-1099	.00	52,031.00	.00	-52,031.00	-52,031.00	.00

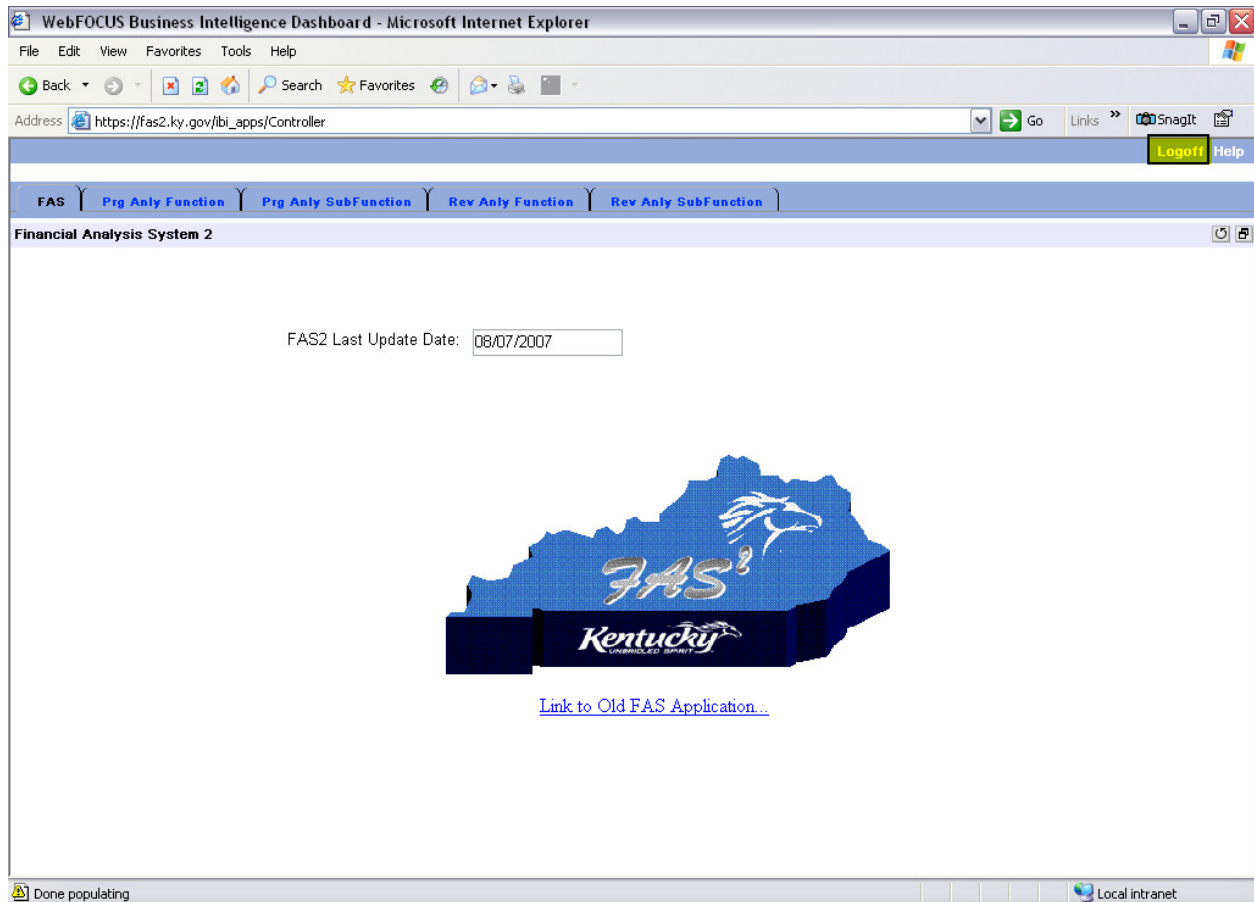
1 of 2

Done populating Local intranet



## Logging Off

To log off of the FAS<sup>2</sup> application all that you have to do is click the Logoff button in the upper left hand corner of the screen.





## 4 – Tips

### Scroll Bars

When using the FAS<sup>2</sup> application you should always maximize the Internet window to avoid double scroll bars as shown below. This will make the navigation for reports much easier.

#### Double scroll bars:

WebFOCUS Business Intelligence Dashboard - Microsoft Internet Explorer

Address: [https://fas2.ky.gov/ibi\\_apps/Controller](https://fas2.ky.gov/ibi_apps/Controller)

Logoff | Help

FAS | Prg Any Function | Prg Any SubFunction | Rev Any Function | Rev Any SubFunction

Function

07

FINANCE & ADMINISTRATION CABINET

B-OFFICE OF THE CONTROLLER

00-CONX-FIN OFFICE OF THE CONTROLLER

Display: ANNUAL

Rollup: NO ROLLUP

Output: HTML

Double Scroll Bars

7 / DEPT - 758 / FUND - 0100 GENERAL FUND / FUNCTION - CONX FIN OFFICE OF THE CONTROLLER

Object Name	Mgmt Budget	On Budget Expenditures	Encumbrances	Unobligated Mgmt Budget	Unexpended Mgmt Budget	Off Budget Expenditures
REGULAR SALARIES AND WAGES	.00	1,167,032.54	.00	-1,167,032.54	-1,167,032.54	.00
SEASONAL SALARIES AND WAGES	.00	1,469.34	.00	-1,469.34	-1,469.34	.00
OVERTIME	.00	4,512.68	.00	-4,512.68	-4,512.68	.00
COMP TIME-BLOCK 50 PAYMENTS	.00	70,805.57	.00	-70,805.57	-70,805.57	.00
EMPLOYERS FICA	.00	88,240.44	.00	-88,240.44	-88,240.44	.00
EMP RET-INC PAYMT F/SICK LEAVE	.00	102,970.28	.00	-102,970.28	-102,970.28	.00
EMPLOYERS HEALTH INSURANCE	.00	109,400.21	.00	-109,400.21	-109,400.21	.00
EMPLOYERS LIFE INSURANCE	.00	433.38	.00	-433.38	-433.38	.00
OTHER EMP RELATED INSURANCE	.00	1,287.00	.00	-1,287.00	-1,287.00	.00
WORKERS' COMPENSATION	.00	6,096.34	.00	-6,096.34	-6,096.34	.00
EMPLOYEE TRAINING-ST EMP ONLY	.00	6,457.65	.00	-6,457.65	-6,457.65	.00
AUDITING SV-WFN DSCL REV-1099	.00	25,920.83	.00	-25,920.83	-25,920.83	.00
CONSULTING SERVICES-1099 REPT	.00	430,427.45	.00	-430,427.45	-430,427.45	.00

Done populating

Local intranet



Window expanded to *Maximum* (Single Scroll Bar):

WebFOCUS Business Intelligence Dashboard - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address [https://fas2.ky.gov/jbi\\_apps/Controller](https://fas2.ky.gov/jbi_apps/Controller) Go Links SnagIt

Logoff | Help

FAS Prg Any Function Prg Any SubFunction Rev Any Function Rev Any SubFunction

Function

Fiscal Year: 2007

Cabinet: 39-FINANCE & ADMINISTRATION CABINET

Department: 758-OFFICE OF THE CONTROLLER

Fund-Function: 0100-CONX-FIN OFFICE OF THE CONTROLLER

Display: ANNUAL

Rollup: NO ROLLUP

Output: HTML

Select

BFY - 2007 / DEPT - 758 / FUND - 0100 GENERAL FUND / FUNCTION - CONX FIN OFFICE OF THE CONTROLLER

Single Scroll Bar

Object	Object Name	Mgmt Budget	On Budget Expenditures	Encumbrances	Unobligated Mgmt Budget	Unexpended Mgmt Budget	Off Budget Expenditures
E111	REGULAR SALARIES AND WAGES	.00	1,167,032.54	.00	-1,167,032.54	-1,167,032.54	.00
E112	SEASONAL SALARIES AND WAGES	.00	1,469.34	.00	-1,469.34	-1,469.34	.00
E115	OVERTIME	.00	4,512.68	.00	-4,512.68	-4,512.68	.00
E119	COMP TIME-BLOCK 50 PAYMENTS	.00	70,805.57	.00	-70,805.57	-70,805.57	.00
E121	EMPLOYERS FICA	.00	88,240.44	.00	-88,240.44	-88,240.44	.00
E122	EMP RET-INC PAYMT F/SICK LEAVE	.00	102,970.28	.00	-102,970.28	-102,970.28	.00
E123	EMPLOYERS HEALTH INSURANCE	.00	109,400.21	.00	-109,400.21	-109,400.21	.00
E124	EMPLOYERS LIFE INSURANCE	.00	433.38	.00	-433.38	-433.38	.00
E128	OTHER EMP RELATED INSURANCE	.00	1,287.00	.00	-1,287.00	-1,287.00	.00
E131	WORKERS' COMPENSATION	.00	6,096.34	.00	-6,096.34	-6,096.34	.00
E133	EMPLOYEE TRAINING-ST EMP ONLY	.00	6,457.65	.00	-6,457.65	-6,457.65	.00
E142	AUDITING SV-WFND DCL REV-1099	.00	25,920.83	.00	-25,920.83	-25,920.83	.00
E146	CONSULTING SERVICES-1099 REPT	.00	430,427.45	.00	-430,427.45	-430,427.45	.00
E162	SECURITY GUARD SERV-1099 REPT	.00	8,696.00	.00	-8,696.00	-8,696.00	.00
E181	OMI-LUMP SUM PAYMENTS	.00	2,916.24	.00	-2,916.24	-2,916.24	.00
E184	PERSONNEL BOARD ASSESSMENT	.00	494.40	.00	-494.40	-494.40	.00
TOTAL PERSONNEL COSTS		.00	2,027,160.35	.00	-2,027,160.35	-2,027,160.35	.00

Done populating

Local intranet



## Full Screen

If you are using Internet Explorer you can press the F11 key for a full screen view. This will give you more room on the screen to view the reports. If you press the F11 key again it will take you back to the regular view.

Logoff | Help

FAS | Prg Any Function | Prg Any SubFunction | Rev Any Function | Rev Any SubFunction

Function

Fiscal Year: 2007

Cabinet: 39-FINANCE & ADMINISTRATION CABINET

Department: 758-OFFICE OF THE CONTROLLER

Fund-Function: 0100-CONX-FIN OFFICE OF THE CONTROLLER

Display: ANNUAL

Rollup: NO ROLLUP

Output: HTML

Select

BFY - 2007 / DEPT - 758 / FUND - 0100 GENERAL FUND / FUNCTION - CONX FIN OFFICE OF THE CONTROLLER

Object	Object Name	Mgmt Budget	On Budget Expenditures	Encumbrances	Unobligated Mgmt Budget	Unexpended Mgmt Budget	Off Budget Expenditures
E111	REGULAR SALARIES AND WAGES	.00	1,167,032.54	.00	-1,167,032.54	-1,167,032.54	.00
E112	SEASONAL SALARIES AND WAGES	.00	1,469.34	.00	-1,469.34	-1,469.34	.00
E115	OVERTIME	.00	4,512.68	.00	-4,512.68	-4,512.68	.00
E119	COMP TIME-BLOCK 50 PAYMENTS	.00	70,805.57	.00	-70,805.57	-70,805.57	.00
E121	EMPLOYERS FICA	.00	88,240.44	.00	-88,240.44	-88,240.44	.00
E122	EMP RET-INC PAYMT F/SICK LEAVE	.00	102,970.28	.00	-102,970.28	-102,970.28	.00
E123	EMPLOYERS HEALTH INSURANCE	.00	109,400.21	.00	-109,400.21	-109,400.21	.00
E124	EMPLOYERS LIFE INSURANCE	.00	433.38	.00	-433.38	-433.38	.00
E128	OTHER EMP RELATED INSURANCE	.00	1,287.00	.00	-1,287.00	-1,287.00	.00
E131	WORKERS' COMPENSATION	.00	6,096.34	.00	-6,096.34	-6,096.34	.00
E133	EMPLOYEE TRAINING-ST EMP ONLY	.00	6,457.65	.00	-6,457.65	-6,457.65	.00
E142	AUDITING SV-WFVN DSCL REV-1099	.00	25,920.83	.00	-25,920.83	-25,920.83	.00
E146	CONSULTING SERVICES-1099 REPT	.00	430,427.45	.00	-430,427.45	-430,427.45	.00
E162	SECURITY GUARD SERV-1099 REPT	.00	8,696.00	.00	-8,696.00	-8,696.00	.00
E181	OMI-LUMP SUM PAYMENTS	.00	2,916.24	.00	-2,916.24	-2,916.24	.00
E184	PERSONNEL BOARD ASSESSMENT	.00	494.40	.00	-494.40	-494.40	.00
TOTAL PERSONNEL COSTS		.00	2,027,160.35	.00	-2,027,160.35	-2,027,160.35	.00





## Dual Screens

Within the FAS<sup>2</sup> application users may have Dual Screens by clicking on the *Maximize Contents* button.

The screenshot shows the FAS2 application interface. At the top, there is a navigation bar with tabs: FAS, Prg Any Function, Prg Any SubFunction, Rev Any Function, and Rev Any SubFunction. Below this, there are dropdown menus for Fiscal Year (2007), Cabinet (39-FINANCE & ADMINISTRATION CABINET), Department (758-OFFICE OF THE CONTROLLER), and Fund-Function (0100-AN01-ANOC-ATTORNEY GENERAL EXPENSE). To the right of these dropdowns are fields for Display (ANNUAL), Rollup (NO ROLLUP), and Output (HTML), along with a 'Select' button. A 'Maximize Contents' button with a right-pointing arrow is located on the right side of the interface.

Once you click the button a separate window will be generated allowing you to do a *Fiscal Year to Fiscal Year* or *Department to Department* comparison if desired.

The screenshot shows a dual-screen comparison of budget data. The main window displays a table with columns: Object, Object Name, Mgmt Budget, On Budget Expenditures, Encumbrances, Unobligated Mgmt Budget, and Unexpended Mgmt Budget. The table lists various budget items for FY 2008, including Regular Salaries and Wages, Seasonal Salaries and Wages, Overtime, Comp Time-Block 50 Payments, Employers FICA, EMP RET-INC PAYMT FSICK LEAVE, EMPLOYERS HEALTH INSURANCE, EMPLOYERS LIFE INSURANCE, OTHER EMP RELATED INSURANCE, WORKERS' COMPENSATION, EMPLOYEE TRAINING-ST EMP ONLY, AUDITING SV-WFVN DSCL REV-1099, CONSULTING SERVICES-1099 REPT, and SECURITY GUARD SRV-1099 REPT. A secondary window is open, showing the same interface but with a different Fiscal Year (2008) and Department (758-OFFICE OF THE CONTROLLER).

Object	Object Name	Mgmt Budget	On Budget Expenditures	Encumbrances	Unobligated Mgmt Budget	Unexpended Mgmt Budget
E111	REGULAR SALARIES AND WAGES	1,183,900.00	136,730.40	.00	1,047,169.60	1,047,169.60
E112	SEASONAL SALARIES AND WAGES	7,500.00	1,881.41	.00	5,618.59	5,618.59
E115	OVERTIME	5,500.00	.00	.00	5,500.00	5,500.00
E119	COMP TIME-BLOCK 50 PAYMENTS	74,200.00	2,098.13	.00	72,101.87	72,101.87
E121	EMPLOYERS FICA	86,100.00	9,987.38	.00	76,112.62	76,112.62
E122	EMP RET-INC PAYMT FSICK LEAVE	100,700.00	11,459.41	.00	89,240.59	89,240.59
E123	EMPLOYERS HEALTH INSURANCE	128,600.00	9,331.30	.00	119,268.70	119,268.70
E124	EMPLOYERS LIFE INSURANCE	600.00	37.20	.00	562.80	562.80
E128	OTHER EMP RELATED INSURANCE	1,300.00	.00	.00	1,300.00	1,300.00
E131	WORKERS' COMPENSATION	6,100.00	.00	.00	6,100.00	6,100.00
E133	EMPLOYEE TRAINING-ST EMP ONLY	7,000.00	1,200.00	.00	5,800.00	5,800.00
E142	AUDITING SV-WFVN DSCL REV-1099	26,000.00	.00	.00	26,000.00	26,000.00
E146	CONSULTING SERVICES-1099 REPT	430,500.00	9,462.00	.00	421,038.00	421,038.00
F162	SECURITY GUARD SRV-1099 REPT	8,700.00	2,326.00	.00	6,374.00	6,374.00

The new window will display the dropdowns of the current tab you were on when you selected the *Maximize Contents* button. Within the new window you will not be able to change tabs and run other reports.

You may only click the *Maximize Contents* button one time. If you select it again it will replace the window that you have open with a screen.



## Off-Budget Rollup

If you try to rollup on an *Off-Budget* fund you will not be able to because there is no rollup for an *Off-Budget* fund. The report below will be displayed if an *Off-Budget* rollup is attempted and you will have to make another selection.

**Note:** All *Off-Budget* Funds will display in the *Prg Any Function* (Expenditure) or the *Rev Any Function* (Revenue) tabs.

WebFOCUS Business Intelligence Dashboard - Microsoft Internet Explorer

Address: http://kymarswfp01/bi\_apps/Controller

Logoff | Help

**Function**

Fiscal Year: 2007

Cabinet: 39-FINANCE & ADMINISTRATION CABINET

Department: 758-OFFICE OF THE CONTROLLER

Fund-Function: 72NE-AN05-ANOC-UNREDEEMED CKS REFUNDED

Display: ANNUAL

Rollup: ALLOTMENT

Output: HTML

Select

**Off Budget Fund - Account Not Valid for Roll-up - Please make another selection.**

BFY	CAB_CD	DEPT_CD	CAFRFTYP_CD	FTYP_CD	FUND_CD	ENGRP_CD	ENTYP_CD	FUNC_CD
2007	39	758	.	7200	72NE	ANOC	AN05	AN05

Done populating

Local intranet



## 5. – Review



### In this course we have:

- Reviewed data from within the *Financial Areas* of FAS<sup>2</sup>
- Reviewed *Appropriation/Allotment* data from within FAS<sup>2</sup>
- Reviewed FAS<sup>2</sup> output
- Reviewed Tips for viewing FAS<sup>2</sup> Reports

### Questions?



**Are there any questions concerning the information covered in this course?**